LANL Performance and Development Plan (2002-2003)

Employee's Name	Z Number	Group
Supervisor's Name (If other than manager)		Z Number
Manager's Name (Group level or above)		Z Number

(Manager provides to employee)

Org. Obj. #	List organizational objectives relevant to the employee's job (e.g., project, group, program, or division objectives; Key Focus Areas; Special Provisions; UC/DOE Performance Measures; etc.).		

Individual Performance Objectives (IPOs) (2002-2003) (Employee drafts, manager finalizes, both sign and date section below. May be updated and revised during the year without notifying HR.)						
Org. Obj.	IPOs: Identify 3-8 key objectives reflecting a significant properties. Objectives should be challenging, achievable objective the Individual Performance Objective (IPO) suppressults (to be completed at end of review cycle): Describ	, and measurable. Indicate which orga ports.	nizational	Wt.		
#	narrative and rates each objective.			(Opt.)		
	Reviewed by: Employee Result (to be completed at end of review cycle):	Manager	Date	(Ομι.)		
	Reviewed by: Employee					
	Employee	Manager	Date			

 Employee Name:
 Z#:
 Group:

Individual Development Plan (2002-2003) (Optional with Manager Approval) (Employee drafts, manager finalizes, both initial and sign section below)						
Goal(s) Identify knowledge or skills the employee will focus on strengthening or developing. Goals should be based on knowledge or skills the individual needs to develop or improve, or on knowledge or skills the individual is expected to develop in others. They should be specific, measurable, and tied to Individual Performance Objectives or Organizational Objectives.						
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Actions Actions employee will do to move toward goals.	Resources Resources available to support	Completion Date Date action will be				
Actions employee will do to move toward goals.	action.	completed.				
Action:						
Reviewed by:	ager Date					
Reviewed by:	ager Date					
Reviewed by:	ager Date					
Reviewed by:	ager Date					
Reviewed by:	ager Date					
Reviewed by:	ager Date					
Reviewed by:	ager Date					
Reviewed by:	ager Date					
Reviewed by:	ager Date					

 Employee Name:
 Z#:
 Group: